

Subject: DCBID Summer Resident Mixer - Vendor Information

From: "Michael Filson" <@>

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Hello everyone! We're all excited to have you taking part of our Summer Resident Mixer. It's shaping up to be a really great event, thanks to you!! We are expecting around 150 attendees during the evening. I wanted to send out some important information so you can make arrangements, if needed. Please read over this carefully and if you have any questions, please ask. If you are unable to attend, please let me know.

Date of Event: Wednesday, August 10, 2016

Time of Event: 6-9pm

Location: Gas Company Tower, 555 W. 5th St, 37th floor

Set-Up: You can arrive and set-up from 3-5pm. We ask that your space is ready to go no later than 5:30pm. Please call my cell phone at (323) 218-9327 if you are running late. You will be provided with 1-6' table, black tablecloth and 2 chairs. You are welcome to set-up and decorate your table as you wish. Feel free to have giveaways, raffles, anything to make you memorable!

Deliveries: Large deliveries via the freight elevators are from 6:00am - 6:00pm. Deliveries are limited to 1 - 2 freight trips and/or 20 minutes. All large deliveries/moves exceeding 20 minutes must be scheduled outside of normal business hours 6:00pm - 6:00am (notify me). The freight/loading dock is located on Olive St. If the items can be carried in your hands and don't require carts or dollies, then you can come through the main lobby and use the passenger elevators and can make multiple trips. I will need a list of all names attending the event from your company for security clearance. Please send these to me by Monday, August 8th.

Reminders: NO open flames, nothing to be hung on walls, windows or ceiling. Power is very, very limited. If you absolutely need power, please let me know. I'll do my best to accommodate.

Thanks again and we look forward to seeing everyone next week!

Mike Filson

Community Relations Manager

 <https://www.downtov>

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